



Employment Consultant

Work Location: Fairfield

Position Title: Employment Consultant

Job Status: Fixed Term Part Time Contract 12 Months - Possibility of Contract Extension - (4 days per week with flexibility of working days).

Service Area: Multicultural Communities

Award/Classification:

Social, Community, Home Care & Disability Services Industry Award 2010 / Level 4

Position Summary:

Reporting to the Employment Coordinator, the successful applicant will empower clients to achieve their education and employment goals in a safe and supportive manner, under the DES and ParentsNext contracts.

Selection Criteria

- Client focused with tactful customer service skills.
- Relationship and Case Management Experience.
- Outcomes focused.
- Excellent interpersonal and communication skills (negotiation, engagement) and demonstrated written communication skills.
- Team Work.
- High Level Administration, Time Management and Organisational Skills.
- Experience in working proactively with stakeholders including training organisations, support services and employers.
- A demonstrated capacity to implement government funding contract compliance requirements.
- A proven ability to work as part of a team to achieve team/organisational performance targets.
- Drivers Licence and willingness to travel between sites.
- Demonstrated previous experience in supporting job seekers to achieve sustainable employment outcomes, in a similar employment services role.



Desirable Criteria

- Previous experience working within the DES/Parents Next contracts and knowledge of the National Standards for Disability Services would be highly regarded.
- HR, Sales and/or Recruitment background with Labour Market Knowledge.
- Tertiary qualifications in disability, social science, human resources or community service.
- Demonstrated ability to work effectively with parents from diverse backgrounds and develop practical strategies to overcome complex barriers.
- Previous experience working with people with disability.

Arabic speaking is preferable but not a necessity.

How to Apply:

If you are interested in applying for the above position and you meet the selection criteria, please submit your most updated resume and a statement which addresses the selection criteria to: Human Resources– recruitment@corecs.org.au

Applications Close: 07/12/2018

You will be required to clear probity checks including National Criminal History Check, NSW Working With Children Check, hold a NSW Driver’s License and have working rights in Australia.

